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Enquiries: BM NTLABATI

Telephone: 021 467 2140
021 903 8453Fax: 021 467 2565
021 903 9473Reference: 13/12/41/1
20100422-0053

Wes-Kaap Onderwysdepartement

Western Cape Education Department

ISebe leMfundo leNtshona Koloni

OPERATIONAL SUPPORT UNIT MINUTE: 0008/2010

TO: DIRECTORS, CIRCUIT TEAM MANAGERS, IMG MANAGERS AND DEPUTY DIRECTORS AT EDUCATION DISTRICT OFFICES, AND PRINCIPALS AND GOVERNING BODY CHAIRPERSONS OF ORDINARY PUBLIC SCHOOLS

REMINDER TO NON SECTION 21 SCHOOLS TO SUBMIT REQUISITIONS FOR LEARNING AND TEACHING SUPPORT MATERIAL AND LOCAL PURCHASES

1. Annexure A, paragraph 3.5.2, of Norms and Standards Circular 0032/2009, dated 17 September 2009, instructs non Section 21 schools to submit their main requisitions for LTSM (WCED 034) and local purchases (WCED 026) by Friday, 23 April 2010.
2. It is recommended that schools place LTSM orders for at least 70% of their allocated LTSM budget in their main order. Schools should ensure that each learner has a textbook in each subject or learning area.
3. In addition to textbooks, the following LTSM may also be requested on the WCED 034 form: library books, posters, maps, wall charts, class readers, reference books, prescribed works, dictionaries, library resources, pre-recorded audio and video cassettes, CDs, educational software.
4. According to our records, a limited number of schools have not yet submitted their main requisitions for LTSM & local purchases. An extension has therefore been granted until **Friday, 28 May 2010** for the submission of main requisitions for LTSM and local purchases.
5. Schools are requested to adhere to the above due date as the shortened second term, the unusually long winter holidays and the publishers' annual price increases from 1 July 2010, will have a significant impact on late orders.
6. The WCED would like to thank those principals and school governing bodies who have already submitted their WCED 034 and 026 forms, and for the accuracy with which their Norms and Standards allocations were appropriated.

SIGNED: MM HARKER
HEAD: EDUCATION
DATE: 2010-05-18

Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town 8000
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